



Figure 172: Save As Template dialog

### ✓ Note

Although the **Save as Template** dialog shows no document type when saving a new template of any type, the template will appear on the correct tab (Spreadsheets, in this case) when you return to the Templates dialog.

It is unnecessary to save or do anything further with the spreadsheet file you have been using to create the new template. It can be safely closed without saving.

### ✓ Note

You can also save a template through the Save As dialog, accessed by a variety of interactions including selecting **File > Save As** on the Menu bar or pressing *Ctrl+Shift+S*. Select the **ODF Spreadsheet Template** option in the *Save as type* menu.

## Editing a template

You can edit a template's styles and content. If you wish, you can then apply the new styles to spreadsheets that were created from the original template (see below for details).

To edit a template:

- 1) On the Menu bar, choose **File > Templates > Manage Templates**, or press *Ctrl+Shift+N*, to open the Templates dialog.
- 2) Navigate to the spreadsheet template that you want to edit. Right-click to open the context menu and choose **Edit** (see Figure 173). The template opens in Calc.
- 3) Edit the template as you would edit any other spreadsheet. To save the changes, choose **File > Save** in the Menu bar or perform any equivalent action. To save the edited template as a new template, choose **File > Save As Template** or perform any equivalent action.